CFS Accounts Payable Users' Guide

Mass Reclassification

What is Mass Reclassification?

Mass Reclassification or "Mass Reclass" is an automated process which will allow NOAA to quickly implement the budget as passed by Congress and signed by the President. NOAA began fiscal year 2006 operating under a Continuing Resolution. On November 22, the President signed the appropriations bill for the Department of Commerce. That bill mandates changes to the budget structure under which NOAA had been operating. These changes mean that much of NOAA's financial activity during the past two months must now be recorded under different project codes and program codes.

Mass Reclassification automates the process of shifting all obligations and resources to the new project codes and programs codes. Among the types of obligations included are labor transactions, bankcard transactions, travel vouchers, and contract payments. In past years, shifting these transactions has taken months of manual effort. With Mass Reclassification, we will be able to accomplish this shift in an automated fashion.

Changes made are based on guidance provided by the Line Offices and approved by the Budget Office. Once the processing is completed and the results verified, the changes will be reflected in CFS and the NOAA Data Warehouse.

During a Mass Reclass the CBS system is put in restricted mode. This limits access to CBS to the general user community until the Mass Reclass is completed. Since this downtime affects many users, the plan is to limit the number of Mass Reclass processes needed to clear all transactions from the affected projects/programs by deactivating the old "FROM" ACCS project codes in CFS so that no new transactions are recorded in CFS with the inactive project/program codes. There may be situations where the inactive project/program codes need to be temporarily reactivated to allow a document to process. For example the system validates **all** ACCS' at the Line Item/MDL level before a FM040/41 change order can be approved. If any of the project/program codes related to the FM040/41 are deactivated, the user will receive an error message.

How Mass Reclass Works

The Mass Reclass is initiated by the NOAA Budget Execution Office who works in conjunction with the NOAA CBS Program Office to create a template in CFS (RC100 Reclassification Request Template Screen) which will define the affected fund code and the related "TO" and "FROM" ACCS program codes within that fund code to be reclassified. The template is completed and approved by the NOAA Budget Execution Office and the CBS DBA initiates the Mass Reclass Process.

The Mass Reclass process will then find *all* AP transactions with the affected fund code/program code combinations. It then will reverse the general ledger postings created "FROM" the original transaction and create new general ledger postings "TO" the reclassified ACCS. The Mass Reclass process will start reclassifying transactions at the point of origination and then reclassifying related transactions. For example, the reclassification of a purchase order document would begin at the FM040/41 by recording a change order, then by reclassifying related receiving tickets, paid invoices, document level cost adjustments, and canceled payments. For a no-match invoice the reclassification would start with the accrual created by the PM003 and then reclassifying any related void invoices, paid invoices, document level cost adjustments, and canceled payments.

After a Mass Reclass

After the Mass Reclass process completes, there are additional processes that will be run before users can begin entering new transactions:

- 1. Creation of a Project Crosswalk Table of all "FROM" ACCS projects to their "TO" ACCS projects.
- 2. Update stored accounting data for CPCS cardholders and Fedex account holders.
- 3. Execute a script that will deactivate the affected "FROM" ACCS projects to prevent new transactions from being charged against those projects.

1. The Project Crosswalk Table

A project crosswalk will be available to Finance users to identify ACCS' affected by the Mass Reclass. Finance users have been granted the authority to make changes to documents to reflect the "TO" ACCS by the NOAA Budget Office and the Line Offices based on the Project Crosswalk Table.

2. Update Stored Accounting for CPCS and Fedex (ESPS)Accounts

Default ACCS used by the CPCS and ESPS interfaces will be automatically updated. No additional action is required by Finance users.

3. Deactivating "FROM" ACCS Projects to Prevent Future Use

The benefit of this is that it minimizes running multiple Mass Reclass processes and reduces the related system down time to users. On the down side, users may encounter problems when trying to approve a FM040/41 change order which contains one of these deactivated projects. This is because the system validates each Line Item/MDL whether or not it is impacted by the change order. In this case you will receive an error message "Invalid/Inactive Project code…" and you will not be able to approve the FM040/41 until the project is reactivated.

Requesting Reactivation of Projects

Users who encounter problems in approving documents because of a Mass Reclass related deactivated project should follow the procedure outlined below to request reactivation of the project:

- 1. Verify that the affected project is listed in the Project Crosswalk Table as a Mass Reclass related deactivated project.
- 2. Contact the CBS Help Desk 301-427-1023 and ask that the project be reactivated.
- 3. Complete processing the document through approvals.
- 4. Contact the CBS Help Desk 301-427-1023 when complete so that the project may be deactivated.

<u>NOTE:</u> If the project is deactivated, but not as a result of the Mass Reclass, users should follow their normal process for dealing with deactivated projects.

Impacts to FM/PM CFS screens:

The following sections will illustrate how the Mass Reclass process affects AP transactions and what steps you will need to take to continue processing documents that have been affected by the Mass Reclass.

No-Match Invoices

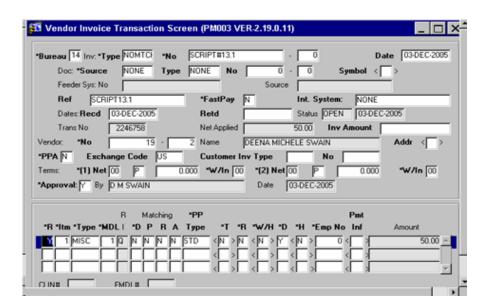
PM003 Impacts:

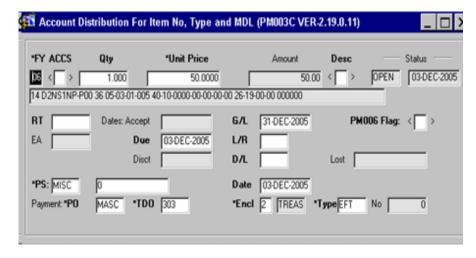
1. **Unapproved** no-match invoices that have been affected by the Mass Reclass – Users should be aware that the system will overwrite the "FROM" ACCS with the "TO" ACCS during the Mass Reclass. Otherwise, there are no special processing instructions to approve and complete the invoice.

- **2. Approved** no-match invoices that have been affected by the Mass Reclass The system will make the following changes for no-match, approved invoices:
 - **a.** Create general ledger postings to reverse the original "FROM" transaction and add a new posting to record the "TO" transaction.
 - **b.** On the PM003 screen the system will
 - For the "FROM" ACCS -- change the release flag to "N" and change the line status to "MRVOID". Insert a new line reversing the "FROM" transaction with its Release Flag set to N and having a line status of "MRVOID"
 - For the "TO" ACCS insert a new line that is identical to the original Line item before the Mass Reclass took place but replacing the "FROM" ACCS with the reclassified "TO" ACCS

The example below illustrates the changes made by the Mass Reclass to an approved no-match invoice:

Figure 1 -Approved nomatch BEFORE Mass Reclass





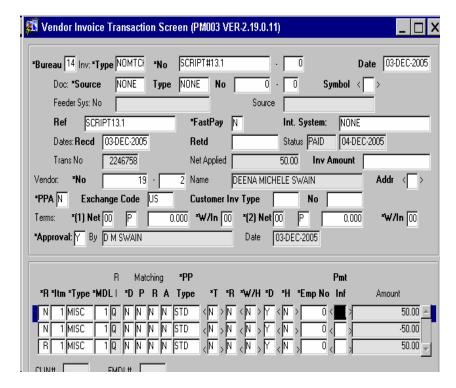
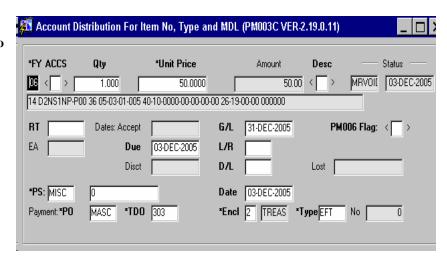


Figure 2 Approved no-match PM003 AFTER Mass Reclass

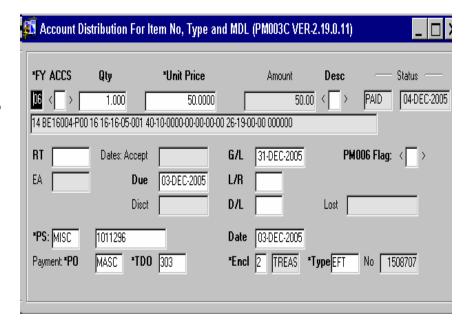
Figure 3 Payment Info Pop-Up for Line 1 -Shows Changes to original Line Item After MR



🌃 Account Distribution For Item No, Type and MDL (PM003C VER-2.19.0.11) *FY ACCS Qty *Unit Price Amount Desc Status MRVOIL 03-DEC-2005 06 ⟨ > -1.000 50.0000 -50.00 14 D2NS1NP-P00 36 05-03-01-005 40-10-0000-00-00-00 26-19-00-00 000000 RT Dates: Accept G/L 31-DEC-2005 PM006 Flag: ⟨ → EΑ 03-DEC-2005 L/R Due D/L Disct Lost *PS: MISC Date 03-DEC-2005 Payment:*P0 MASC *TDO 303 *Encl 2 TREAS *Type EFT No

Figure 4 Payment Info Pop-Up for inserted Line 1 reversing "FROM" ACCS and changing status

Figure 5 Pmt Info Pop-Up showing "TO" ACCS and status



Note: In this example, the invoice was disbursed and accomplished after the Mass Reclass so the Release Flag and Line Status have been updated.

Two-Way Matched Documents

FM040/41 Impacts

- Unapproved FM040/41 transactions that have been affected by the Mass Reclass

 Users should be aware that the system will not overwrite the "FROM" ACCS with the "TO" ACCS during a Mass Reclass. In order to complete the document, the user should check the Project Crosswalk and manually change the ACCS as required.
- 2. Approved FM040/41 transactions that have been affected by the Mass Reclass -- The system will reclassify the obligation by recording a change order and creating general ledger postings to reverse the "FROM" ACCS transaction and create a new posting for the "TO" ACCS. On the FM040/41, the change order will zero out the "FROM" transaction and add a new MDL for the total amount of the Undelivered Ordered for the "TO" transaction. Related receiving and invoice activity will be reclassified as well.
- **3. Processing New Change Orders After a Mass Reclass:** No changes to existing business practices.

The following is an example of a two-way matched contract and its related PM050 and PM003 screens:

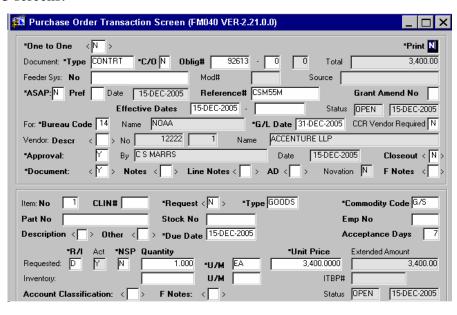


Figure 6 FM040 Before MR

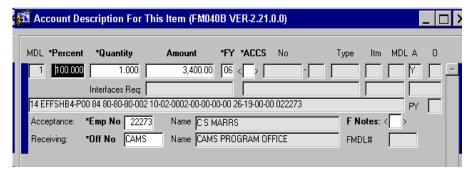


Figure 7 FM040 After Mass Reclass

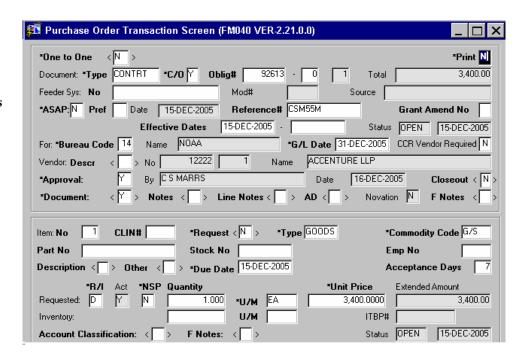
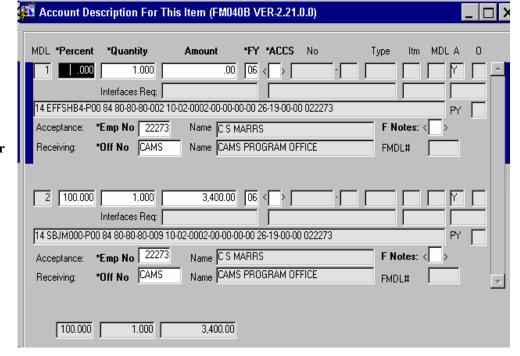


Figure 8 Showing FM040 ACCS' after Mass Reclass. Note that the original amount is zero and a new MDL has been added.



PM050 Impacts

- 1. Unapproved estimated accruals that have been affected by the Mass Reclass Users should be aware that the system will overwrite the "FROM" ACCS with the "TO" ACCS during a Mass Reclass. Otherwise, there are no special processing instructions to approve and complete the EA transaction.
- 2. Approved estimated accruals that have been affected by the Mass Reclass -
 - **a.** Create general ledger postings to reverse the original "FROM" transaction and add a new posting to record the "TO" transaction.
 - **b.** Page 2 of the PM050 will display the zeroed out MDL "FROM" ACCS and the new MDL "TO" ACCS. A 'Reclass' button has been added to allow users to drill down to review current and prior ACCS changes resulting from a Mass Reclass

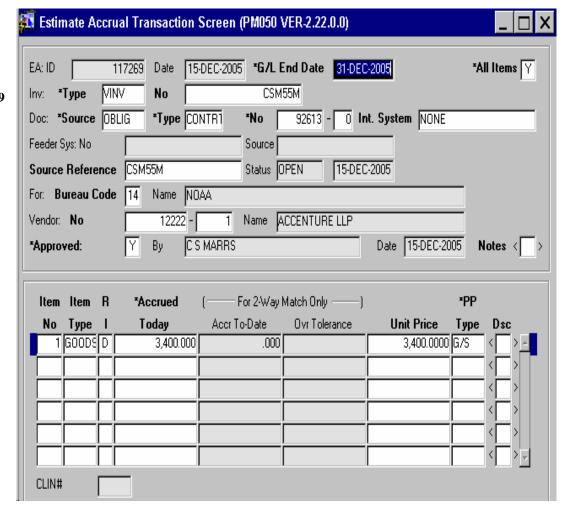
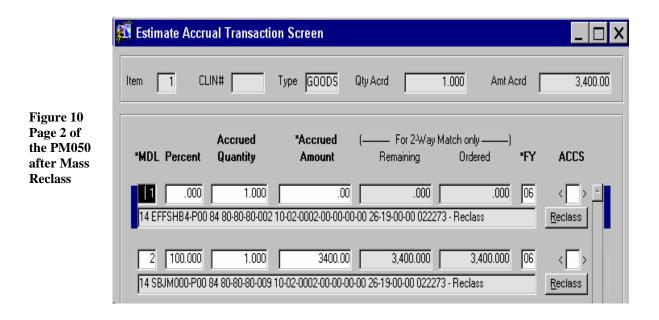
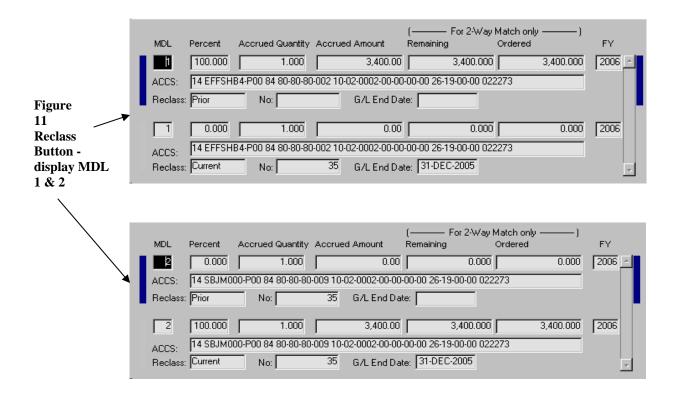


Figure 9 Page 1 PM050 Screen after Mass Reclass





PM054 Impacts:

If the PM054 voided a PM050 before a Mass Reclass, it is considered a "dead" document and does not get reclassified.

If the PM054 voided a PM050 after a Mass Reclass, it reverses the accrual using the "TO" ACCS.

Two-Way Matched PM003:

1. Unapproved two-way match invoices that have been affected by the Mass Reclass – Users should be aware that the system will overwrite the "FROM" ACCS with the "TO" ACCS during a Mass Reclass. Otherwise, there are no special processing instructions to approve and complete the invoice

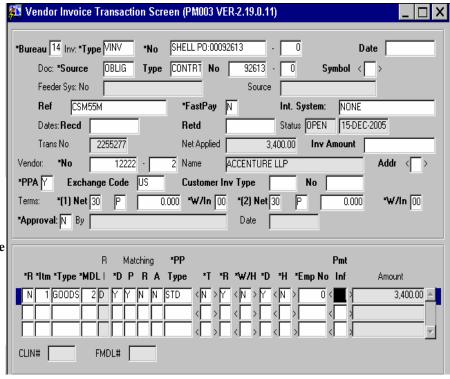
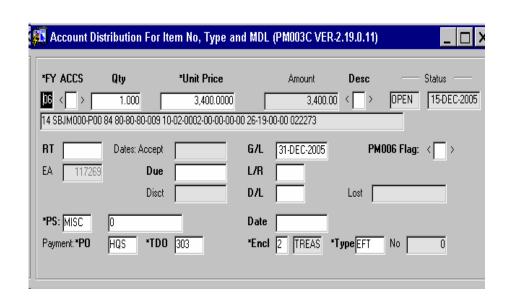


Figure 12
Example of
Unapproved
PM003 Created
by PM050. Note
that ACCS
displays as the
"TO: ACCS



- **2. Approved** two-way matched invoices that have been affected by the Mass Reclass The system will make the following changes for two-way matched, approved invoices:
 - **a.** Create general ledger postings to reverse the original "FROM" transaction and add a new posting to record the "TO" transaction.
 - **b.** On the PM003 screen the system will
 - For the "FROM" ACCS -- change the release flag to "N" and change the line status to "MRVOID". Insert a new line reversing the "FROM" transaction with its Release Flag set to N and having a line status of "MRVOID"
 - For the "TO" ACCS insert a new line that is identical to the original Line item before the Mass Reclass took place but replacing the "FROM" ACCS with the reclassified "TO" ACCS

Three-Way Match Documents

FM040/41 Impacts

- 1. Unapproved FM040/41 transactions that have been affected by the Mass Reclass Users should be aware that the system will **not** overwrite the "FROM" ACCS with the "TO" ACCS during a Mass Reclass. In order to complete the document, the user should check the Project Crosswalk and manually change the ACCS as required.
- 2. Approved FM040/41 transactions that have been affected by the Mass Reclass The system will reclassify the obligation by recording a change order and creating general ledger postings to reverse the "FROM" ACCS transaction and create a new posting for the "TO" ACCS. On the FM040/41, the change order will zero out the "FROM" transaction and add a new MDL for the total amount of the Undelivered Ordered for the "TO" transaction. Related receiving and invoice activity will be reclassified as well.
- **3. Processing New Change Orders After a Mass Reclass:** No changes to existing business practices.

The following is an example of a three-way matched PO3WAY and its related PM030 and PM003 screens:

PM030 Impacts

- 1. Unapproved receiving tickets that have been affected by the Mass Reclass Users should be aware that the system will overwrite the "FROM" ACCS with the "TO" ACCS during a Mass Reclass. Otherwise, there are no special processing instructions to approve and complete the EA transaction.
- 2. Approved receiving tickets that have been affected by the Mass Reclass -
 - **c.** Create general ledger postings to reverse the original "FROM" transaction and add a new posting to record the "TO" transaction.
 - d. Page 2 of the PM030 will display the zeroed out MDL "FROM" ACCS and the new MDL "TO" ACCS.

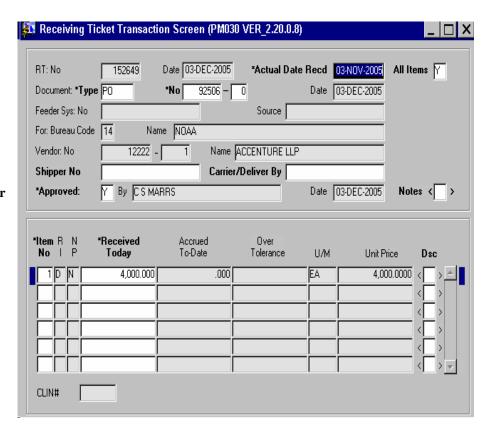


Figure 13 Page 1 PM030 after Mass Reclass

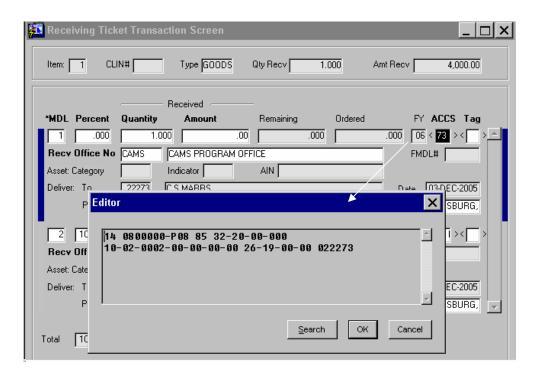
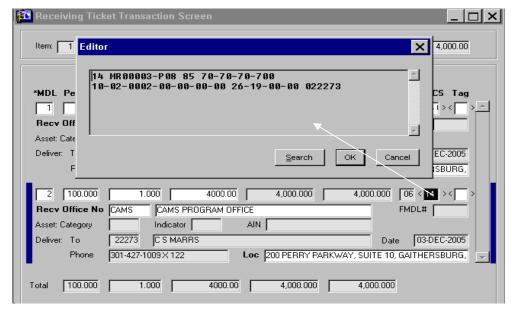


Figure 14 Page 2 PM030 after Mass Reclass



PM034 Impacts:

If the PM034 voided a PM030 before a Mass Reclass, it is considered a "dead" document and does not get reclassified.

If the PM034 voided a PM030 after a Mass Reclass, it reverses the "TO" ACCS.

PM003 Impacts

- 1. Unapproved three-way match PM003 invoice shells that have been affected by the Mass Reclass Users should be aware that the system will overwrite the "FROM" ACCS with the "TO" ACCS during a Mass Reclass. Otherwise, there are no special processing instructions to approve and complete the invoice.
- **2. Approved** three-way match invoices that have been affected by the Mass Reclass The system will make the following changes for 3 way match, approved invoices:
 - **c.** Create general ledger postings to reverse the original "FROM" transaction and add a new posting to record the "TO" transaction.
 - **d.** On the PM003 screen the system will
 - For the "FROM" ACCS -- change the release flag to "N" and change the line status to "MRVOID". Insert a new line reversing the "FROM" transaction with its Release Flag set to N and having a line status of "MRVOID"
 - For the "TO" ACCS insert a new line that is identical to the original Line item before the Mass Reclass took place but replacing the "FROM" ACCS with the reclassified "TO" ACCS

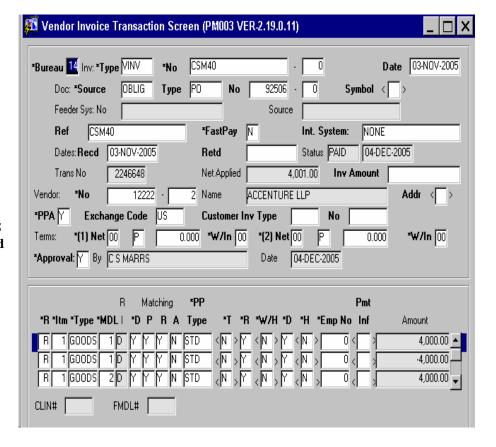
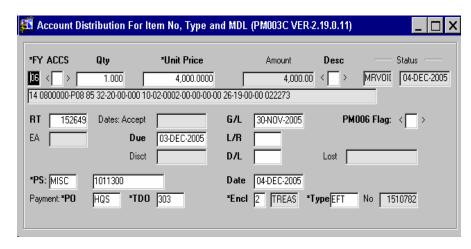


Figure 15 Approved 3-way match PM003 AFTER Mass Reclass

Figure 16 Payment Info Pop-Up for Line 1 -Shows Changes to original Line Item After MR



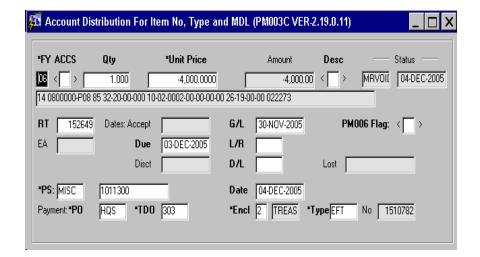


Figure 17
Payment
Info Pop-Up
for Line 1 –
Reversing
original
Line Item
After MR

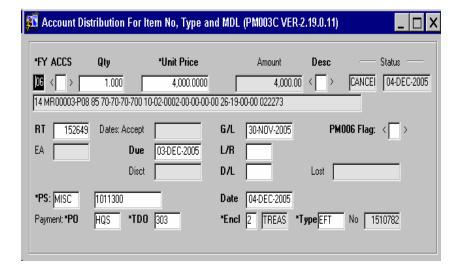


Figure 18 Pmt Info Pop-Up showing "TO" ACCS and status

Other AP Screens:

FM018 Impacts:

- **1. Unapproved** FM018 transactions that have been affected by the Mass Reclass Users should be aware that the system will **not** overwrite the "FROM" ACCS with the "TO" ACCS during a Mass Reclass. In order to complete the document, the user should reselect the obligation to update the screen.
- 2. Approved FM018 transactions that have been affected by the Mass Reclass -The system will reclassify the obligation by recording a change order and creating
 general ledger postings to reverse the "FROM" ACCS transaction and create a
 new posting for the "TO" ACCS. On the FM040/41, the change order will zero
 out the "FROM" transaction and add a new MDL for the total amount of the
 Undelivered Ordered for the "TO" transaction. Related receiving and invoice
 activity will be reclassified as well
- **3.** Processing New Change Orders After a Mass Reclass: No changes to existing business practices.

PM020 Impacts:

<u>Recurring Invoices</u> – The system will overwrite the ACCS in the detail block of the PM020 with the "TO" ACCS.

Unapproved PM003 Recurring Invoices - PM003 Impacts:

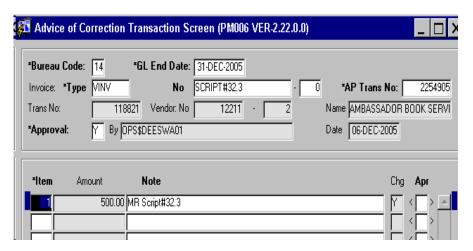
- 1. **Unapproved** recurring invoices that have been affected by the Mass Reclass Users should be aware that the system will overwrite the "FROM" ACCS with the "TO" ACCS during a Mass Reclass. Otherwise, there are no special processing instructions to approve and complete the invoice.
- **2. Approved** recurring invoices that have been affected by the Mass Reclass The system will make the following changes for recurring approved invoices:
 - **e.** Create general ledger postings to reverse the original "FROM" transaction and add a new posting to record the "TO" transaction.
 - **f.** On the PM003 screen the system will
 - For the "FROM" ACCS -- change the release flag to "N" and change the line status to "MRVOID". Insert a new line reversing the "FROM" transaction with its Release Flag set to N and having a line status of "MRVOID"
 - For the "TO" ACCS insert a new line that is identical to the original Line item before the Mass Reclass took place but replacing the "FROM" ACCS with the reclassified "TO" ACCS

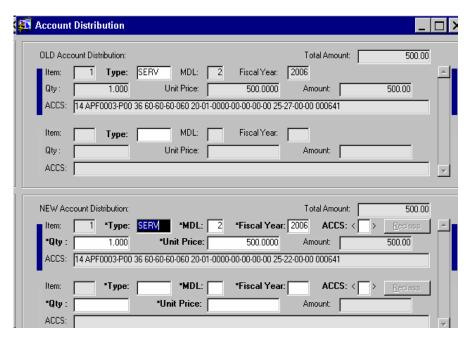
PM006 Impacts:

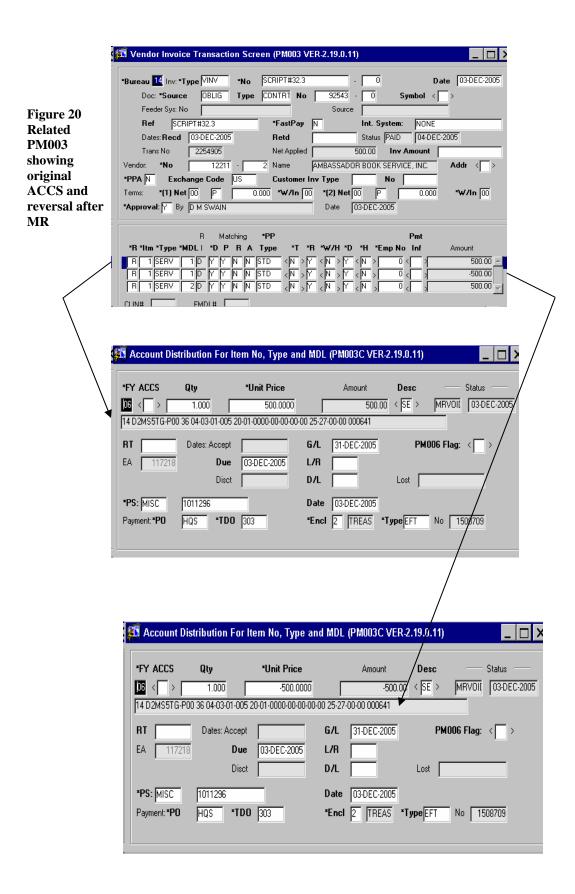
- 1. Unapproved PM006 transactions that have been affected by the Mass Reclass Users should be aware that the system will **not** overwrite the "FROM" ACCS with the "TO" ACCS during a Mass Reclass. In order to complete the document, the user should check the Project Crosswalk and manually change the ACCS as required.
- **2. Approved** PM006 transactions that have been affected by the Mass Reclass Users should be aware that for reclassified PM006's the "OLD" ACCS will display as the "TO" ACCS. If there is a need to see what the ACCS of the original transaction, users should query the PM003 transaction number.

The following example illustrates a PM006 after a Mass Reclass:

Figure 19 - PM006 After Mass Reclass







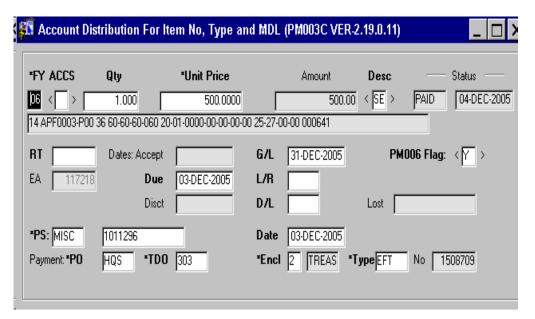
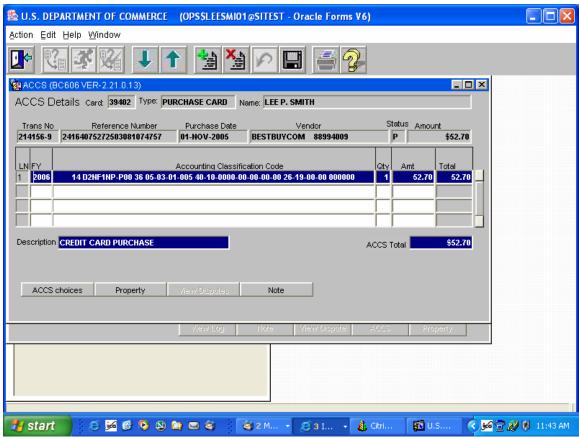


Figure 21 PM003 after MR. Note that this ACCS is the "OLD" ACCS on the PM006

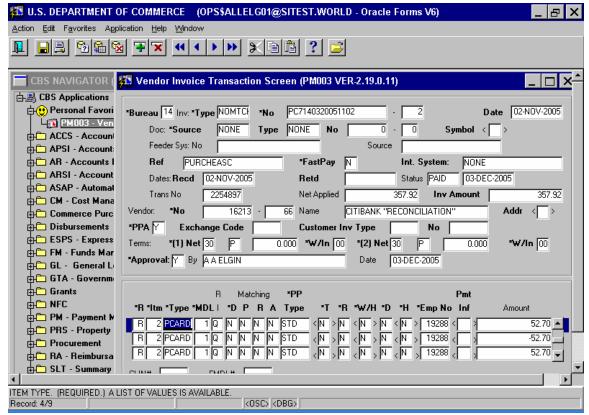
CPCS Processing and Mass Reclass

CPCS will continue to reflect the original ACCS used to reconcile the bankcard transaction or the ACCS used during the swept process. If you have questions concerning changes made to the resources and documents that you track, please contact your FMC Budget Officer.

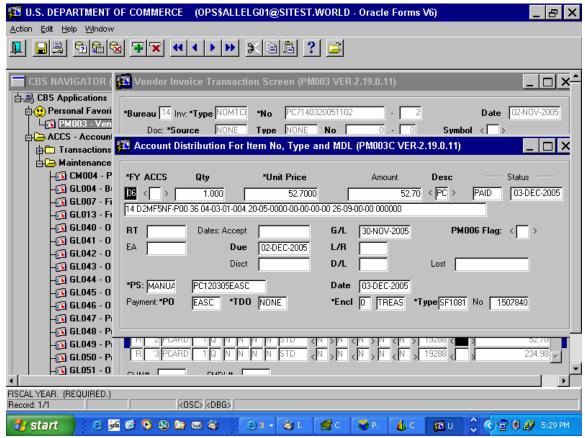
The example below illustrates a swept transaction in CPCS, the PM003 posting, and the PM006 Bankcard record to show the changes after Mass Reclassification.



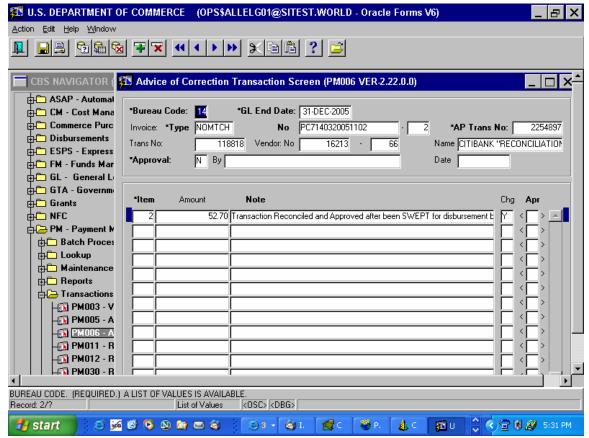
Screen shot of the CPCS transaction



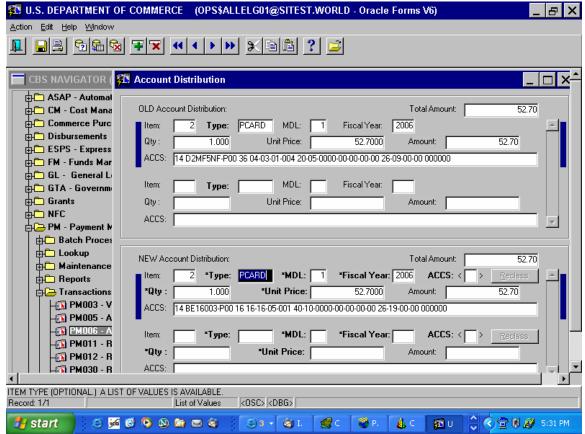
Screen shot of the PM003 CPCS "SWEPT" Invoice posting after Mass Reclass



This transaction was swept using the Cardholder Default ACCS of D8P7NWS. The PM003 posting changed the ACCS to the Line Office Default Code of D2MF5NF. The cardholder is unaware that the ACCS was changed to the Line Office Default ACCS.

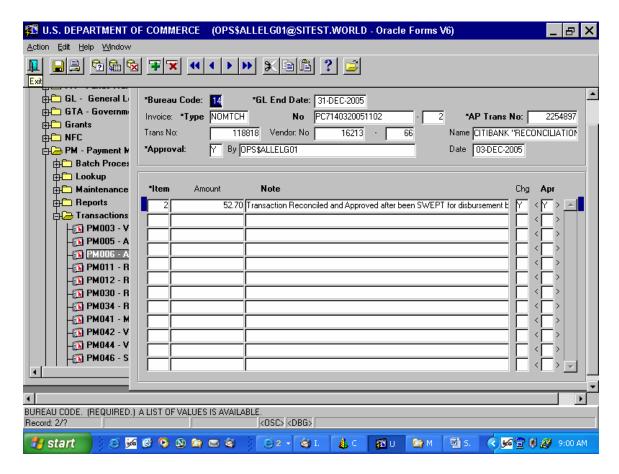


The cardholder reconciled the swept transaction in CPCS to ACCS D2NF1NP.



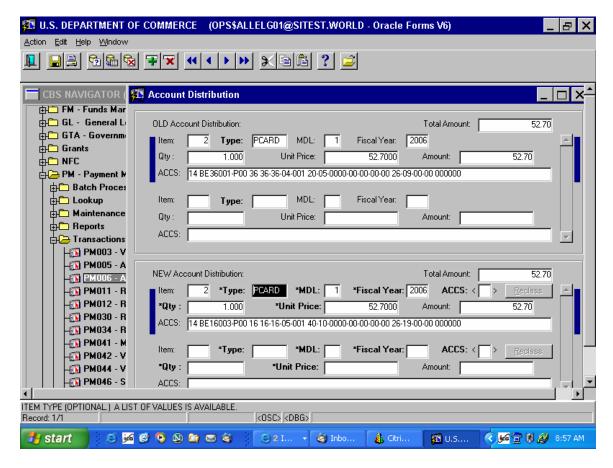
The transaction posted in PM006 with the Line Office Default of D2MF5NF as the 'OLD' accounting and the 'NEW' accounting posted with Mass Reclassed ACCS of BE16003.

The post routine new that the D2NFINP was previously Mass Reclassed to BE16003, so it made the change prior to the PM006 record being approved.



Screen shot of the Approved PM006 record.

A new Mass Reclass was run.



The Mass Reclass updated the accounting. The Mass Reclass routine adjusted the 'OLD' accounting to the new Mass Reclass accounting BE36001. The Mass Reclass routine adjusted the 'NEW' accounting to BE16003.